

# NATIONAL GALLERY OF ART SCHOOL TOUR REQUEST FORM 2014–2015

Please print and mail or fax your completed form to:

**Jennifer Cross, School Tours**

National Gallery of Art  
2000B South Club Drive  
Landover, MD 20785  
Fax: (202) 789-4974

To request your tour, please fill out the form completely and mail or fax it to the Gallery. Your form must be received at least four weeks in advance of the tour date you are requesting.

Tour Request Forms will be accepted:

- from August 4 to November 14, 2013, for tours between September 28 and December 4, 2014
- from December 1, 2014, to May 1, 2015, for tours between January 5 and May 29, 2015

Our schedule fills very quickly due to the volume of tour requests. Please list alternative dates on your form. Incomplete forms will delay processing.

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**Today's date**

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**Contact Person** (Name and Position)

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**Name of School** (Specify Public or Private)

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**Title one school** (Specify Yes or No)

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**School Address**

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**City / State / County / Zip Code**

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**School Telephone / School Fax**

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**Home Telephone**

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**E-mail Address**

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**Preferred Method of Contact**

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**Number of Students / Grade(s)** (groups must contain at least 10 students)

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**Number of Adult Chaperones** (minimum of one for every 10 students)

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**Chaperone Contact Information**

Please provide the name and cell phone number of the adult who will be accompanying the students on their visit.

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**Requested Tour Theme**

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**Alternate Tour Theme**

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**Additional Information for Scheduler**

**THREE POSSIBLE DATES, IN ORDER OF PREFERENCE**

Specify time: 10:15 a.m., noon, 1:30 p.m., or 2:00 p.m.

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**First Choice: Date / Time**

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**Second Choice: Date / Time**

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**Third Choice: Date / Time**

**SPECIAL-TOPIC TOUR REQUESTS, IF ANY**

Please note that tour content focuses on the Gallery's permanent collection only.

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